

Overview of the Licensure Process

Average Number of Incoming Mail

Verification of Experience forms	30/day = 150/week
Transcripts	20/day = 100/week
Miscellaneous mail	10/day = 50/week

Average Number of Incoming Calls and Emails:

Phone Calls	75/days = 375/week
Emails	30/day for each staff (5) =750/week

Licensing Flow Chart

